

Office Memorandum • UNITED STATES GOVERNMENT

TO : Personnel Director

FROM : Chief of Administration, DD/P

SUBJECT: Reclassification of Clerical Position

DATE: 8 September 1952

1. Reference attached copy of memo from WPD dated 23 July 1952, the functions of WPD are being incorporated into the [REDACTED] Staff of the DD/P Office. The Agency O&M Division has the proposed organization and functions for the [REDACTED] Staff.

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2. While normally it is not desirable to raise an individual problem of this kind during the processing of a new T/O, the circumstances are such that I request an immediate review of the position in question with a view to providing expeditious promotion for the incumbent.

3. Please advise me of action taken.

BY DIRECTION OF DEPUTY DIRECTOR (PLANS):

/s/

[REDACTED]
Chief of Administration, DD/P

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cc: Chief, [REDACTED] Staff

Encl.

Memo dtd 23 Jul 52